

## **COMMUNICATIONS SUPPORT OFFICER**

At Fair Wear Foundation (Fair Wear), we know there's a better way to make clothes. One where the garment industry supports workers' rights to safe, dignified and properly paid employment. We partner with garment and footwear brands and support workers, taking practical steps to show that it's possible to make clothes in a fairer way. With trade unions, governments, and other industry influencers, we push towards a new normal to create systemic change that goes far beyond our reach.

**Together, we're making fashion fair for everyone.**

The industry is changing. A framework for protecting workers and communities from harm, called human rights due diligence (HRDD), is on track to becoming the industry's new status quo.

While we welcome this shift, we are strengthening our expertise and thought leadership, playing an integral role in setting the standard of how brands can conduct truly impactful HRDD. This is especially important given the European Parliament has now adopted the EU Corporate Sustainability Due Diligence Directive (EU CSDDD), meaning HRDD has become a legal requirement across the EU and beyond.

### **THE ASSIGNMENT**

As Communications Support Officer, you will play an integral role in helping Fair Wear strengthen its position as a thought leader and foster an industry-wide, aligned understanding of what impactful HRDD entails.

Your main focus will be to support in executing our communications strategy. This includes being hands-on in our day-to-day communication tasks.

## **MAIN RESPONSIBILITIES**

### **EXTERNAL COMMUNICATIONS**

- Monitor our communications and press inboxes and respond to queries and coordinate requests
- Take ownership of our corporate style guide, supporting member brands with any communications requests
- Manage the publication of member brand reports
- Devise a communications workplan based on the communications strategy
- Manage social media channels (LinkedIn, X and Instagram) and develop posts and tailor texts for different audiences
- Investigate how Fair Wear could start a newsletter
- Monitor international news developments, so that we are better able to engage with the broader discourse

### **INTERNAL COMMUNICATIONS**

- Build and maintain internal processes to ensure a good flow of information between teams

Fair Wear Vacancy – Communications Support Officer

- Join regular meetings with different teams to ensure the communications team is aware of developments and involves activities in our communications workplan
- Support internal requests related to document editing and design
- Coordinate, write and edit quarterly updates and annual reports

## **SKILLS AND QUALIFICATIONS**

We are looking for someone who:

- Understands or at least has an affinity with the garment sector and/ or human rights;
- Has excellent command over written and spoken English or is a native English speaker;
- Is a keen writer, able to translate fairly lofty, complicated concepts into easily digestible online posts;
- Has experience working with or an eagerness to get familiar with online communications (including social media channels), the back-end of a website (we work with Wordpress and Salesforce), and image editing software (mainly Canva);
- Has a strategic, bigger picture mindset, and an eagerness to turn a strategy into a workable plan with impact; and,
- Is flexible and understands that the scope of this role might change depending on internal organisational developments.

## **WE OFFER**

- A role with a wide variety of possible responsibilities in an international and dynamic environment;
- A one-year contract for 32-36 hours per week with the intention to extend.;
- Wage offer depending on experience: scale based upon a 36 hour working week; and
- A hybrid work setting with an office at the World Fashion Centre in Amsterdam.

If you are interested, please send your CV with cover letter to [vacancy@fairwear.org](mailto:vacancy@fairwear.org) no later than 07/06/2024.

Please visit [www.fairwear.org](http://www.fairwear.org) for more information about our organisation. For more information about Fair Wear, the application process in general, and the position, you can contact us at [personnel@fairwear.org](mailto:personnel@fairwear.org)

*Recruitment agencies are asked to refrain from approaching Fair Wear Foundation about this or any other vacancy.*

*Applicants should possess required legal work permit that allows them to work in the Netherlands.*